### CHAPTER III

### FINANCIAL MANAGEMENT

## **Introduction**

Perhaps the most important element of CDBG administration is financial management. Without adequate books, recordkeeping and reporting systems, even the best program may face an adverse audit.

This chapter outlines the financial management standards and procedures for administering state CDBG grants. Grantees should become familiar with these standards and procedures to facilitate project administration and to avoid having problems arise at the time of grant close-out and audit.

### **Financial Management Standards**

The basic standards and requirements governing the financial management of CDBG projects consist of those found in:

- 1. 2 CFR Part 200
- 2. CDBG Management Handbook Procedures for State and Local Governments for grant payments, program monitoring, reporting, and program execution

In some cases, DED has modified requirements of 1 and 2 above. The rules outlined in this manual shall be given preference in such cases.

### **Areas of Financial Management**

This chapter outlines the basic procedures and forms necessary to comply with CDBG standards in four areas of financial management. These areas cover:

- 1. Grant payment procedures
- 2. Establishing and maintaining the CDBG accounting system
- 3. Identifying and using program income
- 4. Reporting on grant financial activity to DED

Examples of financial management procedures and forms pertaining to these areas are presented where appropriate.

### **GRANT PAYMENT**

Five steps must be completed before grant recipients can receive CDBG monies:

- 1. executing the grant agreement / finalizing the projection of expenditures
- 2. submitting signed original Authorized Signature (SFM01) Form to DED
- 3. submitting signed original Designation of Depository (SFM02) Form to DED
- 4. submitting the Vendor Input/ACH-EFT Application WITH CDBG designated
- 5. submitting the first Request for Funds (RFF) Form to DED

The procedures involved in completing these steps are described below. It is strongly recommended that grantees NOT submit the first RFF prior to completing the other four steps. The processing time needed to set up electronic accounts with the state's Office of Administration averages approximately ten days. The RFF cannot be processed until the account set-up is complete and active.

### **Executing the Grant Agreement**

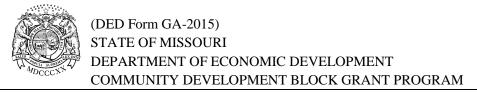
Execution of the grant agreement is complete only after the grant agreement has been signed by the grantee and by the director of the Department of Economic Development. Generally, the process of executing the grant agreement occurs in the following way:

- 1. After reviewing and approving the grant application, DED notifies the applicant that the proposed project has been selected for funding and that a contract agreement will be forthcoming.
- 2. DED then prepares a contract agreement and forwards copies to the applicant.
- 3. The applicant executes the agreement by signing, attesting, and stamping it with the **official seal** of the community
- 4. The applicant returns all copies to DED.
- 5. The copies are then signed and approved by the Director of DED.
- 6. A copy of the fully executed grant agreement is returned to the applicant.

In addition to acknowledging acceptance of the CDBG award, execution of the grant agreement serves at least two other purposes. One, it acknowledges that the recipient accepts and will comply with all Federal and State requirements governing administration of the grant; and two, it sets out the terms and conditions of the award that must be satisfied before funds will be released for certain activities. Costs for exempt project activities can be incurred only **after** the date of the grant agreement. Costs for project activities that are subject to specific contract conditions (e.g., environmental review) can be incurred only after execution of the agreement and removal of the conditions. (See Notice of Removal of Grant Conditions in the Environmental Review Chapter.)

## **Timely Expenditure of Funds**

Grant applicants are required to submit a Schedule of Projected Expenditures as part of the CDBG application process. This schedule outlines by quarter and by activity the estimated timeline for expenditures of the grant award, if selected for funding. If awarded funding, grantees are required to submit any updates to expenditure projections on a quarterly basis, or in any event where the original timeline for full expenditure will be revised to a future date.



In reliance upon and in consideration of the mutual representations and obligations hereunder, the State and the Grantee agree as follows:

- 1. Subject to the provisions of this Grant Agreement, the State will make the funding assistance for Federal fiscal year 2015 specified in the attached DED Funding Approval form (the "Funding Assistance") available to the Grantee for completion of the project identified on the Grantee's FY 2015 CDBG Application (the "Project") upon execution of the Agreement by the parties. The obligation and utilization of the Funding Assistance is subject to the requirements for a release of funds by the State under the Environmental Review Procedures at 24 CFR Part 58 for any activities requiring such release.
- 2. The Grantee agrees that it will complete the Project within three years from the effective date of this CDBG Grant Agreement.
- 3. The Grantee agrees to comply with the principles for determining allowable costs found in 2 CFR 225 (OMB Circular A-87).
- 4. The Grantee agrees to accept responsibility for adherence to this Agreement by any and all subrecipient entities to which it makes available any portion of the Funding Assistance.
- 5. The Grantee agrees that any and all such amount of local funds or in-kind (force account) services or materials indicated in the attached Funding Approval form shall be equal to or greater than the amount indicated.
- 6. The Grantee agrees that any proposed construction-related activity budget variances (from the Funding Approval form) in excess of 10% of the amount of this Agreement or \$10,000 (whichever is a lesser amount) shall be approved by DED in writing prior to an obligation of funds for such activity; however, any variance shall be approved by the Grantee's governing body in advance of an obligation of such activity. No variance is allowed for non-construction activities, such as administration, engineering, audit, and inspection, unless approved by DED.
- 7. The Grantee agrees to complete the Project in its entirety and as indicated in the Funding Approval form, unless amended in writing and executed by all parties to this Agreement.
- 8. The Grantee agrees to comply with all state or federal legal, programmatic, or administrative requirements imposed by or described in the CDBG Administrative Manual or the CDBG 2015 Guidelines. The Grantee also agrees to comply with any other requirements of the State, including special requirements of law, program requirements, and other administrative requirements. The

- Grantee is aware that this includes, but is not limited to, the requirement that a grant recipient must repay to the State, upon sale of the CDBG-funded real property to a non-eligible entity, a pro-rata portion of the proceeds of the sale, as set forth in the CDBG Administrative Manual.
- 9. The Grantee agrees that upon Project completion, any CDBG funds remaining from the allocation indicated in the Funding Approval form shall be returned to DED if they have been drawn to the Grantee's local depository, or cancelled if such funds have not been drawn.
- 10. The Grantee agrees to comply with OMB Circular A-133, which governs the auditing requirements of these grant monies in accordance with the Single Audit Act of 1984 (amended 1996), and to provide DED with all required audits. The Catalog of Federal Domestic Assistance (CFDA) number for state CDBG grants is 14.228.
- 11. The Grantee agrees that State and HUD officials shall have full access to any documents or materials relating to this Agreement at any reasonable time.
- 12. The Grantee agrees that all funds received under this Agreement shall be held and used by the Grantee for the purpose of accomplishing the Project only, and none of the funds so held or received shall be diverted to any other use or purpose.
- 13. The Grantee agrees that any material prepared by the Grantee or persons or firms employed or contracted by the Grantee shall not be subject to copyright, and the State shall have the unrestricted authority to publish, distribute, or otherwise use, in whole or in part, any reports, data, or other material prepared under this Agreement.
- 14. The Grantee agrees that any approval of contracts, sub-contracts, material or service orders, or any other obligation by the Grantee or its agents shall not be deemed an obligation by the State, and the State shall not be responsible for fulfillment of the Grantee's obligations.
- 15. The Grantee agrees to comply with the citizen participation requirements set out in Section 104(a) of the Act, including the State's written Citizens Participation Plan in accordance with Section 508 of the Housing and Community Development Act of 1987.
- 16. The Grantee agrees to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144, and also agrees to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- 17. Any Grantee receiving over \$100,000 in CDBG funds agrees to carry out the terms of the "Certification Regarding Government-Wide Restriction on Lobbying" attached hereto and made a part hereof by signing same.
- 18. The Grantee agrees to comply with all reporting requirements of the United States Dept. of Housing and Urban Development performance measurement or financial systems, including but not limited to the Disaster Recovery Grant Reporting (DRGR) system or Integrated Disbursement and Information System (IDIS). DED may suspend requests for CDBG funds by the Grantee for failure to comply with any specific requirement of reporting.
- 19. The Grantee agrees to comply with the policies and procedures set forth in Executive Order 96-03 for the protection of Missouri's wetlands.
- 20. The Grantee agrees to obtain and comply with all relevant State and/or Federal permits and licenses related to construction and operation of any development activity funded by CDBG. The Grantee agrees and understands that copies of those permits and licenses shall be made available to CDBG, DED, or HUD upon request. The Grantee acknowledges that a lack of any such applicable permit or license may restrict access by the Grantee to the Funding Assistance.

- 21. In the event that the Grantee has, in DED's sole discretion, failed to comply with this Agreement or any other CDBG program requirement, the Grantee shall perform any remedial actions determined appropriate by the State to correct the deficiency, which actions may include, but are not limited to:
  - a. The Grantee's repayment or reimbursement to the State or local CDBG fund (at DED's discretion) of inappropriately used CDBG funds
  - b. The Grantee's return to the State of CDBG funds deposited at the Grantee's local financial institution
  - c. The Grantee's return to DED or the supplier of any equipment, materials, or supplies purchased, leased, or lease purchased using CDBG funds
  - d. Any other actions the State deems appropriate

Such actions shall be performed by the Grantee in the time period specified by the State in writing to the Grantee. The State may also refuse the Grantee's requests for CDBG funds or take other actions as the State deems appropriate to ensure proper performance of the terms of this Agreement and compliance with CDBG requirements.

- 22. The State may terminate this Agreement in whole or in part, at any time, including before Project completion, whenever it is determined by the State that the Grantee has failed to comply with the conditions of this Agreement. The State shall notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date. The Grantee shall not obligate the Funding Assistance in any way after the effective date of the termination of the Agreement and it shall be the Grantee's duty to take any and all legal efforts to cancel any obligations outstanding upon termination.
- 23. The State and Grantee each binds himself to his successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the successors executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.
- 24. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in Section 104(g) of the Act, the National Environmental Policy Act of 1969 and published in 24 CFR Part 58.
- 25. The Grantee agrees to comply with all applicable requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601), Sections 104(d), 104(k), and 105(a)(11) of the Act.
- 26. The Grantee agrees to comply with the lead-based paint hazard control laws and regulations specified in Title X of the Housing and Community Development Act of 1992, implementing regulations at 24 CFR Part 35; State statutes governing the licensing and conduct of persons addressing lead paint at Sections 701.300 701.324, RSMO and Work Practice Standards at 19 CSR 30-70; and OSHA regulations at 29 CFR 1926.
- 27. The Grantee agrees to comply with Public Law 103-355 concerning procurement standards, except that the maximum threshold for small purchases shall remain at \$25,000.
- 28. The Grantee agrees to comply with federal labor standards requirements as defined in the Davis-Bacon Act, the Copeland Anti-Kickback Act, the Contract Work Hours and Safety Standards Act and the Missouri Prevailing Wage Law.
- 29. The Grantee agrees to comply with the requirements of the eVerify federal work authorization program as defined in Section 285.525(6), RSMo., with respect to employees working in connection with the activities funded by the grant.

- 30. The Grantee agrees that as applicable, contracting organizations and their principals are not suspended or debarred from federal procurement and non-procurement programs.
- 31. The Grantee agrees that any program income generated by the use of CDBG funds (including, but not limited to, sale of property acquired or constructed in whole or in part with CDBG funds) will be used for CDBG eligible activities that meet a HUD national objective, or returned to DED. Use of program income is entirely at DED discretion. The Grantee also agrees that it will inform DED of the generation of any program income after the closing of the project. Program income generated while the project remains open and active must be used for CDBG-eligible costs prior to drawing additional CDBG funds for those costs.
- 32. The Grantee agrees to comply with the conflict of interest provisions specified in the CDBG 2015 Guidelines.
- 33. The State agrees that it may, at any time, in its sole discretion, give any consent, deferment, subordination, release, satisfaction, or termination of any or all of the Grantee's obligations under this Agreement, with or without valuable consideration, upon such terms and conditions as the State may determine to be (a) advisable to further the purpose of the Project or to protect the State's financial interest therein, and (b) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it was made.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year indicated in the Funding Approval form.

GRANTEE (CITY/VILLAGE/COUNTY	Y):	STATE OF MISSOURI				
TYPED NAME:		TYPED NAME:				
SIGNATURE		SIGNATURE				
CHIEF EXECUTIVE OFFICER (City Mayor, Village Board Chairman, or	DATE	Sallie Hemenway, Director, Business and Community Services	DATE			
Presiding County Commissioner)		DEPARTMENT OF ECONOMIC DEVELOPMENT				
TYPED NAME:						
SIGNATURE						
ATTEST (City, Village, County Clerk, or other offic Grantee)	DATE ial of the					

**Note:** The Grantee's seal must be affixed over the Grantee's signatures. If no such seal exists, it must be properly notarized. Three copies with original and typed signatures are required.



## MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDING APPROVAL under Title 1 of the Housing and Community Development Act of 1974 (Public Law 93-383) as amended.

1 NAME AND ADDRESS OF G							<del>,</del>		(Public Law 93-38		- C 1	
1. NAME AND ADDRESS OF C	JKAN I						10		`	dicate specific scope	or each	activity
Anytown		DUNS		168720550			ĺ	regardless	of funding source)			
P.O. Box 15		FEIN	:	44-6005594						iew 50,000 gallo		
Anytown, Missouri 64487										cated approxim	•	
NE Any County										er on property e demolished.		•
2. PROJECT NUMBER			3.	SEN. DIST.	F	REP. DIST.				66,000 LF of w		
2020-PF-06				12		4	t	he city lim	its to intercon	nect to the distri urrent water tro	ict. T	he city
4. POPULATION			5.	NO. OF BENE	FICI	IARIES				of significant de		
342			342	p	118	8f	(	DBG fun	ds will only be	used for tower o	constr	uction
6. GRANT AWARD DATE			7.	GRANTEE FY	E D.	ATE			rk on the PW			
04/09/21				30-Jun			ι	SDA Loa	n: \$333,000			
8. MAXIMUM CDBG GRANT A	MOU	NT AWA	RDE	D			U	ISDA Gra	nt: \$407,000			
\$499,250				_								
9. APPROVED ACTIVITIES, CO	OSTS, A	AND FU	NDIN	G STRATEGY	?			NATIO	NAL OBJECTIVI	E: LMI-survey		
NAR 11/29/2011							LM	II PERSONS:	79.0%	LMI FAMILIES	s: <b>77.</b> (	0%
		ENV.							MATCH	ING FUNDS		
	ACT.	1				CDBG			CIPIENT	=	THER	
PROGRAM ACTIVITY	NO.	REQ.		TOTAL		FUNDS(2)		CASH	IN-KIND	PRIVATE	_	ATE/FED
DB-Water Storage	9	Y	\$	606,375	\$	475,000	\$	94,500	İ		\$	36,875
DB - Water Distribution Acquisition	64	Y	\$ \$	484,338 2,000			\$	238,500			\$ \$	245,838 2,000
Engineering Design	36	N	\$	60,807							\$	60,807
Construction Inspection	38	N	\$	36,980							\$	36,980
Other Professional Services		N	\$	14,500							s	14,500
Administration	35	N	\$	24,250	\$	24,250					1	- 1,000
Legal	56	N	\$	10,000							\$	10,000
	Davi	s Bacor	app	olies where s	рес	ified by the	init	ials DB	ſ			
TOTAL				1,239,250	\$			333,000		\$ 0		407,000
(1) Funds for activities that are condi	itioned	subject to	an e	nvironmental r	eviev	w may not be	incur	red or obligat	ed until a written "	Notice of Removal o	f Grant	
Conditions" is issued by DED.			ann:	a								
(2) This column represents the maxim												
an amount not to exceed \$10,000	or 10%	o or the t	otal C	DBG allocatio	11, W			•	mistration, audit, a	nu engineering costs		
PREPARED BY							DAT	E				
Andy Papen								04/16/21				

## Completing and Submitting Authorized Signature Form (SFM01)

Grant recipients must prepare and submit to DED the Authorized Signatures Form. This form designates not less than two local officials who will be authorized to sign the Requests for Funds (RFF). Persons signing the Signature Form must be city/county officials and/or employees. The names and titles of these persons on the Signature Form must be signed by each person **exactly** as their name appears on the form. Another independent local official must then certify that the individuals listed at the top of the form are authorized to co-sign RFFs by signing on the bottom portion of the form. The certifying official **must** be the highest ranking **elected** official whose name is not listed as a **co-signer** on the Signature Form. This official cannot co-sign RFFs submitted to DED. Administrators who are not city/county officials and/or city/county employees are not permitted to sign the Signature Form.

<u>Note</u>: Per Sections 54.100 and 95.060 RSMO 1978, county and city treasurers will control the receipt of county or city monies and should disburse the same.

The completed Signature Form with **original** signatures, free of erasures and corrections, must be sent to DED. A second copy should be placed in the grantee's project files. New signature forms must be resubmitted if less than two signatures remain with authority to submit RFFs, or a separate DED award is made to the same recipient in a subsequent year.

### Completing and Submitting Designation of Depository Form (SFM02)

Grant recipients must also notify DED where grant payments are to be deposited. This requires that recipients submit information about the account to DED on the Designation of Depository form. However, the CDBG Program requires that the CDBG funds be kept in a separate, non-interest bearing account. Therefore, the funds should be transferred, from the account into which they are deposited, to the CDBG account immediately upon receipt if the receiving account is interest-bearing. The grantee must designate, on the SFM02 form in Section 2, the account into which CDBG funds be transferred. You may elect to have CDBG funds deposited into a general account. However, since many general accounts are interest-bearing, the funds must be transferred to a non-interest bearing account immediately after deposit.

The State's Office of Administration will now permit CDBG grantees to receive funds directly into a separate CDBG account, rather than going through the city or county's general account, as long as the account is so designated on the ACH form and Vendor Input form as "City of Anytown – CDBG". This title must be listed on the ACH form by Vendor's name. Grantees may choose which options best suit their needs.

The State of Missouri purges vendor account information from the state accounting system for vendors with no activity for a period of 12 months or more. Please monitor the status of activity on your CDBG and/or state account to ensure it remains active.

All checks issued on the CDBG bank account are required to have two signatures.

The Designation of Depository form consists of two sections, one to be completed and signed by the CDBG recipient and the other by the bank. The bank certifies that the account is non-interest bearing, or will be transferred immediately upon deposit into a non-interest bearing account, and indicates how CDBG deposits are insured.

According to Section 110.010 RSMO 1978, "all public funds in banking institutions shall be secured by the deposit of securities." The statute further states that "the value of securities deposited and maintained by a legal depository under Section 110.010 shall at all times be not less than one hundred

percent of the actual amount of the funds on deposit with the depository, less the amount, if any, insured by the Federal Deposit Insurance Corporation." All recipients should obtain a pledge of collateral security from the participating bank for coverage of all amounts of CDBG funds over FDIC coverage. This will be monitored during the grant period.

One completed depository form with **original** signatures must be submitted to DED. The recipient should retain a copy for their project files.

### **Vendor Input/ACH-EFT Application**

All CDBG funds must be disbursed via Automatic Clearing House. Communities will not submit a voided check or deposit slip with the application; the ACH form must be completed. The form must have the account number and the routing number of the bank. Be sure that the account number is the same as the account number on the Designation of Depository Form (SFM02). The form should be signed by the mayor/presiding commissioner, as well as by the authorized person of the listed financial institution. Leave the space for the vendor number blank as that is a number the State of Missouri has/will have assigned. The account label/name must designate that it is a CDBG account. For example "City of Anytown – CDBG" should be included in the field "Name on Account" under the part to be completed by the Financial Institution.

\* Please verify with the grantee all current account information on file with the state for current or past projects to reduce delays in processing due to conflicting accounts.



## MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## **AUTHORIZED SIGNATURES FOR CDBG REQUESTS FOR FUNDS (SFM01)**

NAME OF RECIPIENT		PROJECT#			
PERIOD OF CONTRACT	·o	RECIPIENT FISCAL YEAR END DA	NTE.	CONTRACT#	
THE INDIVIDUALS NAMED BELOW A	ARE AUTHORIZED TO SIGN ALL REQ	JESTS FOR FUNDS (RFF) DOCUME	NTS.		
TYPED NAME		TITLE		SIGNATURE EXACTLY AS IT APPE	ARS IN TYPED FORM
CERTIFICATION: I certify that the above signatures are o	of the individuals authorized to co-sign r	equests for funds. (Note: This persor	must be the highest ranking elected office	cial whose name is not listed above.)	
TYPED NAME:	TITLE	SIGNATURE		TELEPHONE ( )	DATE
ADMINISTRATIVE CONTRACTS:				ACCOUNTING	SYSTEM USED:
PROJECT ADMINISTRATOR: (perso	n responsible for over-all supervision of	the CDBG grant)		CDBG	OWN
TYPED NAME		TELEPHONE ( )			Overly
ADDRESS		CITY	ZIP CODE	FEDERAL EN	IPLOYER ID #:
FINANCIAL ASSISTANT: (person res	ponsible for submitting requests for fund	ds)			
TYPED NAME		TELEPHONE ( )		STATE L	JSE ONLY
ADDRESS		CITY	ZIP CODE	FIELD STAFF	FISCAL
NOTE: Recipient should retain one co	py and send two originally signed copie	s free of erasures or corrections to DE	D.		

MO 419-1458 (03-88) 0842-1/101P



# MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AUTHORIZED SIGNATURES FOR CDBG REQUESTS FOR FUNDS (SFM01)

NAME OF RECIPIENT	PROJECT #
City of Anytown, Missouri	94-PF-01
PERIOD OF CONTRACT RECIPIENT FISCAL YEAR END DATE	CONTRACT #
7-1-94 TO N/A 6/30	N/A
THE INDIVIDUALS NAMED BELOW ARE AUTHORIZED TO SIGN ALL REQUESTS FOR FUNDS (RFF) DOCUMENTS.	17/11
TYPED NAME TITLE	SIGNATURE EXACTLY AS IT APPEARS IN TYPED FORM
Clara Clerk City Clerk	
Terry Treasurer City Treasurer	r Torry Treasurer
Connie Collector City Collector	r Torry Treasurer  r Conne Collector  an Corrad Countman
Conrad Councilman City Councilma	an Conract Countman
CERTIFICATION:  I certify that the above signatures are of the individuals authorized to co-sign requests for funds. (Note: This person must be	be the highest ranking elected official whose name is not listed above.)
TYPED NAME TITLE SIGNATURE	TELEPHONE DATE
Marvin Mayor Mayor Mayor	(314 ) 555-1234 8-3-94
ADMINISTRATIVE CONTACTS:	
PROJECT ADMINISTRATOR: (person responsible for over-all supervision of the CDBG grant)	
Programme to one of order to the order to the order Brand	ACCOUNTING SYSTEM USED:
TYPED NAME TELEPHONE	X CDBG □ OWN
Doug Director (314, 555-1234 e	ex:12
ADDRESS CITY ZI	IP CODE
P.O. Box 1234, Anytown, Missouri 12345	FEDERAL EMPLOYER ID #:
FINANCIAL ASSISTANT: (person responsible for submitting requests for funds)	69-123456789
TYPED NAME TELEPHONE	
Frank Finance (314) 555-1234 e	ex:14 STATE USE ONLY
	IP CODE FIELD STAFF FISCAL
P.O. Box 1234 Anytown, Missouri 12345	
NOTE: Recipient should retain one copy and send two originally signed copies free of erasures or c	corrections to DED.

MO 419-1458 (03-88)

0842-1/101P



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM DESIGNATION OF DEPOSITORY: DIRECT DEPOSIT (SFM02)

		PROJECT NO.	CONTRACT NO.
SECTION 1: DESIG	NATION	SECTION 2: CERTIFICA	TION BY DEPOSITORY
RECIPIENT		The account identified in Section 1 has been established account is interest-bearing, this bank and the recipient ag	with this bank. It is a non-interest bearing account. * If ree that all funds will be immediately transferred upon
ADDRESS		deposit into  * Transfer Account No.  All necessary documentation, including a power of attorner receive CDBG funds directly from the State of Missouri to	ey where necessary, which will enable this bank to
CITY	STATE ZIP CODE	endorsement by the payee, has been received and is in the	Deposit Account No. nis depository's custody.
		This depository's deposits are insured by	Appropriate collateral
An account for the direct deposit of CDBG funds has been estable	shed at the following bank:	will be pledged by this bank any time that the depositor's	Insurance balance exceeds this insurance limit.
BANK NAME		Immediately upon deposit of CDBG funds we will notify the check and documentation of deposit. Monthly statements recipient.	
ADDRESS		AUTHORIZED BANK OFFICER'S TYPED NAME	DATE
CITY STATE ZIP CODE		SIGNATURE OF AUTHORIZED BANK OFFICER	
The account number to which all CDBG checks will be deposited	is:		
ACCOUNT NO.		SECTION 3: DED	PROCESSING
I certify that this or the transfer account is a non-interest bearing a consistent with Treasury Circular 1075. *If the account is interest-upon deposit into the account referenced in Section 2.		FIELD STAFF	FISCAL
GRANTEE CHIEF EXECUTIVE'S TYPED NAME	DATE	DATE RECEIVED	DATE RECEIVED
SIGNATURE OF GRANTEE CHIEF EXECUTIVE		CDBG APPROVAL INITIALS	FISCAL APPROVAL INITIALS
NOTE: RECIPIENT SHOULD RETAIN ONE COPY AND SEND	TWO SIGNED COPIES FREE OF ERASURES	OR CORRECTIONS TO DED.	

MO 419-1459 (04-93)



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROJECT NO.

CONTRACT NO.

**DESIGNATION OF DEPOSITORY: DIRECT DEPOSIT (SFM02)** 94-PF-01 N/A **SECTION 1: DESIGNATION SECTION 2: CERTIFICATION BY DEPOSITORY** RECIPIENT The account identified in Section 1 has been established with this bank. It is a non-interest bearing account. All City of Anytown, Missouri necessary documentation, including a power of attorney where necessary, which will enable this bank to receive CDBG 1-23-456 funds directly from the State of Missouri to \_ **ADDRESS** P.O. Box 1234, 501 Main Street endorsement by the payee, has been received and is in this depository's custody. CITY ZIP CODE F.D.I.C. This depository's deposits are insured by: \_\_\_ . Appropriate collateral Anytown, Missouri 12345 will be pledged by this bank any time that the depositor's balance exceeds this insurance limit. An account for the direct deposit of CDBG Funds has been established at the following bank: Immediately upon deposit of CDBG funds we will notify the recipient and, subsequently, provide a copy of the BANK NAME check and documentation of deposit. Monthly statements and copies of all checks will be provided to the recipient. Anytown Bank ADDRESS AUTHORIZED BANK OFFICER'S TYPED NAME DATE 505 Elm Street 8-4-94 Bob Banker CITY SIGNATURE OF AUTHORIZED BANK OFFICER STATE ZIP CODE Bot Bail Anytown, Missouri 12345 The account number to which all CDBG checks will be deposited is: ACCOUNT NO. **SECTION 3: DED PROCESSING** 1-23-456 FIELD STAFF FISCAL I certify that this is a non-interest bearing account which shall be maintained on a basis consistent with Treasury Circular GRANTEE CHIEF EXECUTIVE'S TYPED NAME DATE DATE RECEIVED DATE RECEIVED Marvin Mayor 8-3-94 SIGNATURE OF GRANTEE CHIEF EXECUTIVE CDBG APPROVAL INITIALS: FISCAL APPROVAL INITIALS: NOTE: RECIPIENT SHOULD RETAIN ONE COPY AND SEND TWO SIGNED COPIES FREE OF ERASURES OR CORRECTIONS TO DED.

MO 419-1459 (04-93)

0843-9/101P

Located at: <a href="http://oa.mo.gov/sites/default/files/vendor\_input\_ach\_eftd.pdf">http://oa.mo.gov/sites/default/files/vendor\_input\_ach\_eftd.pdf</a>

STATE OF MISSOURI

*NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN	- The Control of the	FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER
WINDAUGES AS STOWN OUT EDERAL IVA RETURN		FEDERAL TAX ID NUMBER OR SOCIAL SECURITI NUMBER
		*TYPE OF ENTITY
		Corporation Sole Proprietor Individual State Employe
		Other
		DATE OF CHANGE
		DATE OF CHANGE
REMIT TO NAME/ADDRESS IF DIFFERENT THAN ABOVE		PREVIOUS FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER
		PREVIOUS NAME
		PREVIOUS ADDRESS
		COMMENTS
PURCHASE ORDER NAME/ADDRESS IF DIFFERENT THAN ABOVE		
The state of the s		
		-
		-
TO BE SOME THE DESTRUCTION OF THE PROPERTY OF		I (We) hereby authorize the State of Missouri, to initiate cred
NAME/ADDRESS OF FINANCIAL INSTITUTION		entries to my (our) account at the depository financial institution
		named and to credit the same such account. I (We) acknowledge
•		that the origination of ACH transactions to my (our) account mu comply with the provision of U.S. law.
DEPOSITOR ROUTING NUMBER		This authorization is to remain in full force and effect until the Star of Missouri, Office of Administration, has received written notification.
DEPOSITOR ROUTING NUMBER		tion from me (us) of its termination in such time and in such mann
DEPOSITOR ACCOUNT NUMBER		as to afford the State of Missouri and the financial institution a rea
		sonable opportunity to act on it.
NAME ON ACCOUNT		I (We) hereby cancel my (our) ACH/EFT authorization.
TYPE OF ACCOUNT		YENDOR SIGNATURE
CHECKING SAVINGS		X
SIGNATURE OF REPRESENTATIVE OF FINANCIAL INSTITUTION		'PRINT NAME
PRINT NAME		*INCE
TITLE		EMAIL ADDRESS
ELEPHONE NUMBER	DATE	*TELEPHONE *DATE
CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS)		Exempt from Backup Withholding
Inder penalties of perjury, I certify that:  The number shown on this form is my correct taxpayer identification	number (or I am w	aiting for a number to be issued to me), and
ackup withholding as a result of a failure to report all interest or divid	om backup withhold lends, or <b>(c)</b> the IRS	ling, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject has notified me that I am no longer subject to backup withholding, and
II. I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item If above if you hay	e been notified by th	ie IRS that you are currently subject to backup withholding because you have failed to report
nterest and dividends on your tax return. For all real estate transaction	ns, item II does not a	apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellations other than interest and dividends, you are not required to sign the Certification, but you mu
		he Internal Revenue Service does not require your consent to any provision of this docume
GIGNATURE		
O 300-1489 (7-10) FA)	LOOLINI STED FO	RMS TO (573) 526-9813 or

#### **VENDOR INPUT FORM INSTRUCTIONS**

The purpose of this form is to add a vendor record or to make changes to a vendor record. A vendor is a person or business being paid by the State of Missouri.

## THESE FIELDS ARE REQUIRED TO BE COMPLETED FOR ALL CIRCUMSTANCES. (SHADED FIELDS)

Enter NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN.

Enter the FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER that is used for income taxes for the name entered.

Check the correct TYPE OF ENTITY.

Signature is required at VENDOR SIGNATURE along with PRINT NAME, TITLE, TELEPHONE, and DATE.

#### **CONDITIONAL FIELDS**

If payments are to be sent to a different address, enter a REMIT TO NAME/ADDRESS.

If purchase orders are to be sent to a different address, enter a PURCHASE ORDER NAME/ADDRESS.

If you are making a change to your vendor record, fill out these additional fields:

DATE OF CHANGE is the effective date of the change in business structure/activity

PREVIOUS FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER

PREVIOUS NAME

PREVIOUS ADDRESS

COMMENTS are for additional information that may be helpful including reason for the change.

#### TO SET UP OR TO CHANGE DIRECT DEPOSIT INFORMATION, FILL IN THE FOLLOWING, INCLUDING THE REQUIRED FIELDS FROM ABOVE.

NAME/ADDRESS OF FINANCIAL INSTITUTION where you want the money to be deposited. <u>A representative from the financial institution must complete and sign this section.</u>

Check appropriate box for electronic deposits.

If changing bank account information, fill in DATE OF CHANGE.

## CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS)

This certifies that the Taxpayer Identification Number (TIN) on this form is the correct number and whether backup withholding applies.

Fax to (573) 526-9813 or mail to Office of Administration/Accounting, PO Box 809, Jefferson City, MO 65102.

MO 300-1489 (5-10)

SAM II

## **CDBG FUNDING FORMS CHECKLIST**

## **Authorized Signature Form (SFM01)** ☐ Has the SFM01 form with original signatures been submitted? ☐ Has the form been signed (certified) by the highest ranking elected official NOT listed as a cosignor on the SFM01?\* ☐ Does the form designate not less than two city/county employees or officials? □ Does the form include your Federal Employer ID number (FEIN)? **Designation of Depository Form (SFM02)** ☐ Has the SFM02 form with original signatures been submitted? ☐ Is the account number indicated on the form a general account? If not, has "-CDBG" been identified in the vendor account name? ☐ Is the account indicated on the form an interest-bearing account? If yes, have arrangements been made to immediately transfer CDBG monies from the account once deposited? ☐ Has the CDBG recipient signed the form? ☐ Has the financial institution signed the form and certified the appropriate section? **Vendor Input/ACH-EFT Application** ☐ Has the financial institution provided an authorized signature on the form? ☐ Is the account number indicated on the form the same account number designated on form

☐ If the ACH is to establish a separate account for deposit of CDBG funds, is the proper CDBG

SFM02?

notation included with the Vendor Name?

## **REQUEST FOR FUNDS (RFF)**

After DED receipt and approval of the afore-mentioned items, CDBG recipients are permitted to submit a Request for Funds Form (RFF). Please note the following items regarding an RFF:

- The minimum amount that may be requested is \$1,000. Grantees may not maintain a cash balance in excess of \$1,000 for more than five days ("five day rule").
- With the "five-day rule," recipients should request funds to meet actual current cash requirements. In order to meet the five-day criteria, local funds should not be deposited in the **same** checking account as CDBG funds.
- Requisitions are limited to funds for exempt activities (e.g., planning, audit, administration, and engineering design) until the Environmental Review process is complete and a Notice of Removal of Grant Conditions has been issued. (See the Environmental Review Chapter.)
- All RFF forms should be numbered sequentially and maintained as part of the financial management file. Please initial any erasures or corrections made to the request.
- Two signatures are required on each RFF. Persons co-signing the RFF must be listed as
  authorized to sign on the Signature Form. Signatures must be signed exactly as they
  appeared in typed form on the Signature Form. Use of blue ink for signatures is very
  helpful for review of RFFs. We request that you use blue ink when possible to expedite
  verification of original signatures.
- Blank RFFs should **not** be pre-signed by city officials.
- Recipients should limit submissions to two RFFs per month. Internal procedures should be streamlined to ensure invoices and documentation are aggregated for the appropriate time period and submitted with the RFFs.
- Funds may not be transferred between activity line items, which exceed 10% of the total grant award or \$10,000, whichever is less, without prior approval by DED through the amendment process. **No monies** may be transferred into administration, engineering (design and inspection), other professional services, or legal line items without prior approval from DED through the amendment process.
- Recipients are permitted to establish escrow accounts to facilitate payments to small contractors in a housing rehabilitation program only. Amounts held in the escrow account must not exceed the normal cash flow need of 10 days. The escrow account may be interest bearing. The interest earned can be used to pay administrative costs; however, interest in excess of \$100 earned in a calendar year must be returned to DED.

For public facility projects, the maximum allowable drawdown for administration funds is as follows:

- No more than 25% at time of removal of grant conditions
- Up to 50% upon approval of first contractor's payroll (for force account work, this will be after first drawdown for labor; for in-kind labor, this will be after first draw for materials)
- Up to 75% upon 50% construction draw
- 90% prior to final paperwork 10% of administration must remain until closeout
- 100% after completion of all final paperwork with possible exception of audit

For neighborhood development projects, the maximum allowable drawdown for administration funds is as follows:

- 25% upon removal of grant conditions
- 50% upon completion of three houses
- 90% prior to final paperwork 10% of administration must remain until closeout
- 100% after completion of all final paperwork with possible exception of audit

For water/wastewater projects, no more than 90% of funds may be drawn for Environmental Review until receipt of Engineer's Certificate of Completion.

## Instructions for Completing the new one-page RFF:

The form contained in this manual is available in MS Excel online at <a href="http://ded.mo.gov/upload/rff.pdf">http://ded.mo.gov/upload/rff.pdf</a>. The RFF for Disaster-funded (DF, DI, DS) projects *only* is located at <a href="https://ded.mo.gov/pdfs/CDBG%20Forms/RFF-%20Disaster%20Projects-15.pdf">https://ded.mo.gov/pdfs/CDBG%20Forms/RFF-%20Disaster%20Projects-15.pdf</a> and scroll to the Financial Forms section. This form includes an additional field titled "DRGR Activity #" that will need to be populated from information on the funding approval. Please use the following instructions when completing the online form. A .PDF version is available, but does not contain programmed fields.

- 1. The gray highlighted areas should be input directly with information taken from the grant agreement and funding approval.
- 2. The yellow highlighted areas should be input with current invoice/expense details and amounts.
- 3. The remaining fields should calculate automatically based on input of the gray and yellow fields.
- 4. Each activity should include only one line of information under the "Payees per activity/details" so that the activity and related information stay and flow together throughout the form. You must continue to list all payees and include individual pay amounts, and as you type the field will expand to fit the text. For example, if there are multiple contractors to be paid out of a construction line item, you would list the name of the contractor and the individual pay amounts (John Doe Contracting \$1500, Billy Bob Construction \$2300) and include the total FOR THE ENTIRE activity (\$3800) on the corresponding line in the AMOUNT column. The important thing is to ensure each activity in Section 1 continues to correspond with the activity line amounts in Section 2. Again, the text will wrap for this purpose.
- 5. If blank activity lines remain in Section 1 and Section 2 after you have entered all activities from the funding approval please delete them. This will free up additional space on the page to expand payee details without spilling over onto a second page. If you have difficulty keeping the printed form to one page, you may wish to use the scaling feature of Excel in the Print menu under Page Set-up to indicate the "Fit to" requirements of one page.

CDBG Staff Use Only				RFF#	
Staff:				Date	( - ( () ! - D (
Check No:				Amoun	t of this Request
Check Date:					\$0.00
Creates News		Duningt #			
Grantee Name:		Project #			
Instructions: Submit the originally signed Box 118, Jefferson City, MO 65102. The	form to: CDB0 grantee must	Program, ATTN keep one copy f	l: RFF, Department or their files.	t of Economic D	evelopment PO
Section 1: Identification of Program	m Costs	PRO	OGRAM ACTIVIT	IES	
		(See Grant 0	Contract Agreement.	Appendix A	
PAYEES per activity/deta	ils		/Funding Approval)		AMOUNT
		Activity Name (I	list each only once)	Number	
					\$ -
		-	Total (must equal Se	ection 2, Total 1)	*
Section 2: Activity Budget Status I	Report				
PROGRAM ACTIVITIES				Draviaus	
(See Grant Contract Agreement. Appendia				Previous Funds	Domaining
(See Grant Contract Agreement. Appendi. Approval)	x A/Funding	Grant Award	This Request	Funds	Remaining CDBG Funds
(See Grant Contract Agreement. Appendia	x A/Funding  Activity #	Grant Award	This Request		CDBG Funds
(See Grant Contract Agreement. Appendi. Approval)	x A/Funding	Grant Award	\$0.00	Funds	CDBG Funds \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #	Grant Award		Funds	CDBG Funds
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0	Grant Award	\$0.00 \$0.00	Funds	\$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0	Grant Award	\$0.00 \$0.00 \$0.00	Funds	\$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0 0 0	Grant Award	\$0.00 \$0.00 \$0.00 \$0.00	Funds	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0 0 0 0	Grant Award	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0 0 0 0 0 0	Grant Award	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0 0 0 0 0 0 0 0	Grant Award	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0 0 0 0 0 0 0 0 0 0 0		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds Requested	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)	Activity #  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds Requested	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval) Activity Name	Activity #  0 0 0 0 0 0 0 0 0 0 0 0 0		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds Requested	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)  Activity Name  Section 3: Authorized Signatures	Activity #  0 0 0 0 0 0 0 0 0 TOTALS	\$ -	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Funds Requested	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appending Approval)  Activity Name  Activity Name  Section 3: Authorized Signatures I hereby affirm that the information about the section and the section activities are section.	Activity #  O O O O O O O O TOTALS	\$ -	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00 \$1.00	Funds Requested	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendi. Approval)  Activity Name  Section 3: Authorized Signatures	Activity #  O O O O O O O O TOTALS	\$ -	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00 \$1.00	Funds Requested	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendit Approval)  Activity Name  Activity Name  Section 3: Authorized Signatures I hereby affirm that the information about the section and the section activities are section.	Activity #  O O O O O O O O O O O O O O O O O O	\$ - nd correct, and the State of Miss	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00	Funds Requested  2 \$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendit Approval)  Activity Name  Activity Name  Section 3: Authorized Signatures I hereby affirm that the information abthe conditions of the CDBG grant agreement.	Activity #  O O O O O O O O O O O O O O O O O O	\$ - and correct, and the State of Miss	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00 \$1.00	Funds Requested  2 \$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendit Approval)  Activity Name  Activity Name  Section 3: Authorized Signatures I hereby affirm that the information about the conditions of the CDBG grant agreement.	Activity #  O O O O O O O O O O O O O O O O O O	\$ - and correct, and the State of Miss	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 1 \$-	Funds Requested  2 \$ ed will be used	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
(See Grant Contract Agreement. Appendit Approval)  Activity Name  Activity Name  Section 3: Authorized Signatures I hereby affirm that the information about the conditions of the CDBG grant agreement.	Activity #  O O O O O O O O O O O O O O O O O O	\$ - and correct, and the State of Miss	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00	Funds Requested  2 \$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$according to
Section 3: Authorized Signatures I hereby affirm that the information ab the conditions of the CDBG grant agree.  Typed name:  Typed name:	Activity #  O O O O O O O O O O O O O O O O O O	\$ - and correct, and the State of Miss	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00	Funds Requested  2 \$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1.00

CDBG Staff Use Only Staff: Check No: Check Date:				RFF# Date Amoun	1 1/1/2013 t of this Request \$6,500.00
Grantee Name: Anytowr	n, MO	Project #	2013-PF-01		
Instructions: Submit the originally signed form 118, Jefferson City, MO 65102. The grantee	n to: CDBG Pr	ogram, ATTN: R	FF, Department of	Economic Deve	elopment PO Box
Section 1: Identification of Program C	costs	PRO	GRAM ACTIVIT	IES	
PAYEES per activity/details	<b>S</b>	•	Contract Agreement. /Funding Approval) st each only once)	Appendix A  Number	AMOUNT
Grant Administrator			istration	35	1500.00
John Doe Engineering		Engineer	ing Design	36	5000.00
		7	otal (must equal Se	odos O Total (1)	\$ 6,500.00
Section 2: Activity Budget Status Rep	ort		·		
(See Grant Contract Agreement. Appendix A/Fun	ding Approval) Activity #	Grant Award	This Request	Previous Funds Requested	Remaining CDBG Funds
(See Grant Contract Agreement. Appendix A/Fun		<b>Grant Award</b> 5,000.00	This Request	Funds	
(See Grant Contract Agreement. Appendix A/Fun	Activity #		•	Funds Requested	CDBG Funds
(See Grant Contract Agreement. Appendix A/Fun Activity Name Administration	Activity #	5,000.00 500.00 5,000.00	1,500.00 \$0.00 5,000.00	Funds Requested  0 0 0	3,500.00 500.00 \$0.00
(See Grant Contract Agreement. Appendix A/Fun.  Activity Name  Administration  Audit  Engineering Design  Relocation	35 40 36 28	5,000.00 500.00 5,000.00 10,000.00	1,500.00 \$0.00 5,000.00 \$0.00	Funds Requested  0 0 0 0	3,500.00 500.00 \$0.00 10,000.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00	1,500.00 \$0.00 5,000.00 \$0.00	Funds Requested 0 0 0 0 0	3,500.00 500.00 \$0.00 10,000.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fun.  Activity Name  Administration  Audit  Engineering Design  Relocation	35 40 36 28	5,000.00 500.00 5,000.00 10,000.00	1,500.00 \$0.00 5,000.00 \$0.00	Funds Requested  0 0 0 0	3,500.00 500.00 \$0.00 10,000.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00	1,500.00 \$0.00 5,000.00 \$0.00	Funds Requested 0 0 0 0 0	3,500.00 500.00 \$0.00 10,000.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00 100,000.00 79,500.00	1,500.00 \$0.00 5,000.00 \$0.00 \$0.00	Funds Requested  0 0 0 0 0 0 0	3,500.00 500.00 \$0.00 10,000.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	Activity #  35  40  36  28  13  10	5,000.00 500.00 5,000.00 10,000.00 79,500.00	1,500.00 \$0.00 5,000.00 \$0.00 \$0.00	Funds Requested	\$3,500.00 \$00.00 \$0.00 10,000.00 79,500.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	Activity #  35  40  36  28  13  10  TOTALS	5,000.00 500.00 5,000.00 10,000.00 79,500.00 \$ - 200,000.00	1,500.00 \$0.00 5,000.00 \$0.00 \$0.00 \$0.00	Funds Requested	3,500.00 500.00 \$0.00 10,000.00 79,500.00 3 \$193,500.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement	Activity #  35  40  36  28  13  10  TOTALS  e is true and of twith the State	\$ - 200,000.00  sorrect, and the e of Missouri.	1,500.00 \$0.00 5,000.00 \$0.00 \$0.00 \$0.00	Funds Requested  0 0 0 0 0 0 0 2 \$ - 0.000	\$193,500.00 \$10,000.00 \$10,000.00 \$20.00 \$3,500.00 \$3,500.00 \$3,500.00 \$3,500.00 \$4,000.00 \$4,000.00 \$4,000.00 \$5,000.00 \$5,000.00 \$5,000.00 \$5,000.00
(See Grant Contract Agreement. Appendix A/Furn Activity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name:  Clara Clerk	Activity #  35 40 36 28 13 10  TOTALS  e is true and control with the State Signature:	5,000.00 500.00 5,000.00 10,000.00 79,500.00 \$ - 200,000.00	1,500.00 \$0.00 5,000.00 \$0.00 \$0.00 \$0.00	Funds Requested	3,500.00 500.00 \$0.00 10,000.00 79,500.00 3 \$193,500.00
(See Grant Contract Agreement. Appendix A/Furn Activity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name: Clara Clerk	Activity #  35  40  36  28  13  10  TOTALS  e is true and of with the State  Signature:  Signature:	5,000.00 500.00 10,000.00 100,000.00 79,500.00  \$ - 200,000.00  correct, and the e of Missouri.	1,500.00 \$0.00 5,000.00 \$0.00 \$0.00 \$0.00	Funds Requested  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Date: Date:	3,500.00 500.00 \$0.00 10,000.00 79,500.00 3 \$193,500.00  ccording to the  1/1/2013 1/1/2013  nature card.

		_			
CDBG Staff Use Only				RFF#	2
Staff:				Date	4/1/2013
Check No:				Amoun	t of this Request
Check Date:					\$14,500.00
Grantee Name: Anytown	n, MO	Project #	2013-PF-01		
Instructions: Submit the originally signed form 118, Jefferson City, MO 65102. The grantee				Economic Deve	elopment PO Box
Section 1: Identification of Program C	Costs	PRO	GRAM ACTIVIT	IES	
PAYEES per activity/details	5		Contract Agreement. /Funding Approval)	Appendix A	AMOUNT
		Activity Name (li	ist each only once)	Number	
Grant Administrator		Admin	istration	35	1,000.00
John Smith		Relo	ocation	28	7,500.00
B Construction Co.		Se	ewer	10	6,000.00
					\$ -
		Т	otal (must equal Se	ection 2 Total 1)	φ - 14,500.00
Section 2: Activity Budget Status Rep	oort				
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fun		Grant Award	This Request	Previous Funds Requested	Remaining
(See Grant Contract Agreement. Appendix A/Fun	Activity #	Grant Award	This Request	Funds Requested	CDBG Funds
(See Grant Contract Agreement. Appendix A/Fun Activity Name Administration	Activity #	Grant Award 5,000.00 500.00	1,000.00	Funds Requested	<b>CDBG Funds</b> 2,500.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name Administration	35 40	5,000.00		Funds Requested 1,500.00 0.00	2,500.00 500.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name Administration	Activity #	5,000.00 500.00	1,000.00	Funds Requested	<b>CDBG Funds</b> 2,500.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration  Audit  Engineering Design	35 40 36	5,000.00 500.00 5,000.00	1,000.00 0.00 0.00	Funds Requested 1,500.00 0.00 5,000.00	2,500.00 500.00 \$0.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation	35 40 36 28	5,000.00 500.00 5,000.00 10,000.00	1,000.00 0.00 0.00 7,500.00	Funds Requested  1,500.00  0.00  5,000.00  0.00	2,500.00 500.00 \$0.00 2,500.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00	1,000.00 0.00 0.00 7,500.00 0.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00	1,000.00 0.00 0.00 7,500.00 0.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00	1,000.00 0.00 0.00 7,500.00 0.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00 100,000.00 79,500.00	1,000.00 0.00 0.00 7,500.00 0.00 6,000.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 10,000.00 79,500.00	1,000.00 0.00 0.00 7,500.00 0.00 6,000.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets Sewer	Activity #  35  40  36  28  13  10	5,000.00 500.00 5,000.00 10,000.00 100,000.00 79,500.00	1,000.00 0.00 0.00 7,500.00 0.00 6,000.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00
(See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit Engineering Design Relocation Streets	Activity #  35  40  36  28  13  10  TOTALS	5,000.00 500.00 5,000.00 10,000.00 79,500.00 \$ - 200,000.00	1,000.00 0.00 7,500.00 0.00 6,000.00 1 \$ - 14,500.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  2  \$ - 6,500.00	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement	Activity #  35  40  36  28  13  10  TOTALS  e is true and of twith the State	5,000.00 500.00 5,000.00 10,000.00 100,000.00 79,500.00 \$ - 200,000.00	1,000.00 0.00 7,500.00 0.00 6,000.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00  2  \$ - 6,500.00  will be used according to the content of the con	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00 3 \$179,000.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name:  Clara Clerk	Activity #  35  40  36  28  13  10  TOTALS  e is true and control to the State of t	5,000.00 500.00 5,000.00 10,000.00 79,500.00 \$ - 200,000.00	1,000.00 0.00 7,500.00 0.00 6,000.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00  2  \$ - 6,500.00  Date:	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00 3 \$179,000.00  ccording to the
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement	Activity #  35  40  36  28  13  10  TOTALS  e is true and control twith the State  Signature:	5,000.00 500.00 5,000.00 10,000.00 100,000.00 79,500.00 \$ - 200,000.00	1,000.00 0.00 7,500.00 0.00 6,000.00	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00  2  \$ - 6,500.00  will be used according to the content of the con	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00 3 \$179,000.00
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name:  Clara Clerk	Activity #  35 40 36 28 13 10  TOTALS  e is true and of twith the State Signature: Signature: FF form, and	5,000.00 500.00 5,000.00 10,000.00 79,500.00 \$ - 200,000.00 correct, and the e of Missouri.	1,000.00 0.00 7,500.00 0.00 6,000.00 1 \$ - 14,500.00  funds requested	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00  2  \$ - 6,500.00  Date: Date:	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00 3 \$179,000.00  ccording to the 4/3/2013 4/3/2013  nature card.
(See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets  Sewer   Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement  Typed name: Clara Clerk  Typed name: Conrad Councilman  Only authorized persons may sign the Rife	Activity #  35 40 36 28 13 10  TOTALS  e is true and of twith the State Signature: Signature: FF form, and	\$ 5,000.00  500.00  5,000.00  10,000.00  100,000.00  79,500.00  \$ 200,000.00  correct, and the e of Missouri.	1,000.00 0.00 7,500.00 0.00 6,000.00 1 \$ - 14,500.00  funds requested	Funds Requested  1,500.00  0.00  5,000.00  0.00  0.00  0.00  0.00  will be used accommodate: Date: Date:	2,500.00 500.00 \$0.00 2,500.00 100,000.00 73,500.00 3 \$179,000.00  ccording to the 4/3/2013 4/3/2013  nature card.

CDBG Staff Use O	nly				RFF#	3
Staff:					Date	8/15/2013
Check No:					Amoun	t of this Request
Check Date:						\$111,000.00
Grantee Name:	Anytown	, MO	Project #	2013-PF-01		
Instructions: Submit the original 118, Jefferson City, MO 65					Economic Deve	elopment PO Box
Section 1: Identificatio	n of Program C	osts	PRC	GRAM ACTIVIT	IES	
PAYEES per	activity/details			Contract Agreement. /Funding Approval)	Appendix A	AMOUNT
,	<b>.</b>			ist each only once)	Number	
Grant Administrator			Admir	nistration	35	2,000.00
C Construction Co.			St	reets	13	33,000.00
B Construction Co.			Se	ewer	10	76,000.00
						\$ -
			٦	Total (must equal Se	ection 2, Total 1)	111,000.00
Section 2: Activity Bud	•	ort				
PROGRAM	/I ACTIVITIES				Previous	
					Frevious	
(See Grant Contract Agreemen					Funds	Remaining
Activity Nar		Activity #	Grant Award	This Request	Funds Requested	CDBG Funds
Activity Nar		Activity #	5,000.00	2,000.00	Funds Requested 2,500.00	CDBG Funds 500.00
Activity Nar Administration Audit		35 40	5,000.00 500.00	2,000.00 0.00	Funds Requested 2,500.00 0.00	500.00 500.00
Activity Nar Administration Audit Engineering Design		35 40 36	5,000.00 500.00 5,000.00	2,000.00 0.00 0.00	Funds Requested 2,500.00 0.00 5,000.00	500.00 500.00 0.00
Activity Nar Administration Audit		35 40	5,000.00 500.00	2,000.00 0.00	Funds Requested 2,500.00 0.00	500.00 500.00
Activity Nar Administration Audit Engineering Design Relocation		35 40 36 28	5,000.00 500.00 5,000.00 7,500.00	2,000.00 0.00 0.00 0.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00	500.00 500.00 0.00 0.00
Activity Nar Administration Audit Engineering Design Relocation Streets		35 40 36 28 13	5,000.00 500.00 5,000.00 7,500.00 100,000.00	2,000.00 0.00 0.00 0.00 33,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00	500.00 500.00 0.00 0.00 67,000.00
Activity Nar Administration Audit Engineering Design Relocation Streets		35 40 36 28 13	5,000.00 500.00 5,000.00 7,500.00 100,000.00	2,000.00 0.00 0.00 0.00 33,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00	500.00 500.00 0.00 0.00 67,000.00
Activity Nar Administration Audit Engineering Design Relocation Streets		35 40 36 28 13	5,000.00 500.00 5,000.00 7,500.00 100,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00  6,000.00	500.00 500.00 0.00 0.00 67,000.00
Activity Nar Administration Audit Engineering Design Relocation Streets		35 40 36 28 13	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00  6,000.00	500.00 500.00 0.00 0.00 67,000.00
Activity Nar Administration Audit Engineering Design Relocation Streets		35 40 36 28 13	5,000.00 500.00 5,000.00 7,500.00 100,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00  6,000.00	500.00 500.00 0.00 0.00 67,000.00
Activity Nar Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized 3	Signatures	35 40 36 28 13 10	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00  6,000.00  2  \$ - 21,000.00	500.00 500.00 0.00 0.00 67,000.00 0.00
Activity Nar Administration Audit Engineering Design Relocation Streets Sewer	Signatures formation above	35 40 36 28 13 10  TOTALS	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00  6,000.00  2  \$ - 21,000.00	500.00 500.00 0.00 0.00 67,000.00 0.00
Activity Nar Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized S I hereby affirm that the in	Signatures formation above	Activity #  35  40  36  28  13  10  TOTALS	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  0.00  6,000.00  2  \$ - 21,000.00	500.00 500.00 0.00 0.00 67,000.00 0.00
Activity Nar  Administration  Audit  Engineering Design  Relocation  Streets  Sewer  Section 3: Authorized 3 I hereby affirm that the inconditions of the CDBG of	Signatures formation above	Activity #  35  40  36  28  13  10  TOTALS  is true and cowith the State  Signature:	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00	2,000.00 0.00 0.00 0.00 33,000.00 76,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  6,000.00  2  \$ - 21,000.00  will be used according to the control of the	500.00 500.00 0.00 0.00 67,000.00 0.00 3 \$68,000.00
Activity Nar  Administration  Audit  Engineering Design  Relocation  Streets  Sewer   Section 3: Authorized 3: I hereby affirm that the in conditions of the CDBG	Signatures formation above grant agreement Clara Clerk Councilman	Activity #  35  40  36  28  13  10  TOTALS  is true and owith the State  Signature:  Signature:	\$,000.00 5,000.00 5,000.00 7,500.00 100,000.00 82,000.00  \$ - 200,000.00 correct, and the e of Missouri.	2,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  6,000.00  2  \$ - 21,000.00  Date: Date:	\$68,000.00 \$00.00 0.00 67,000.00 0.00 \$68,000.00 \$68,000.00
Activity Nar  Administration  Audit  Engineering Design  Relocation  Streets  Sewer  Section 3: Authorized 3 I hereby affirm that the in conditions of the CDBG of	Signatures formation above grant agreement Clara Clerk Councilman may sign the RF	Activity #  35  40  36  28  13  10  TOTALS  is true and owith the State  Signature:  Signature:	\$,000.00 5,000.00 5,000.00 7,500.00 100,000.00 82,000.00  \$ - 200,000.00 correct, and the e of Missouri.	2,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  6,000.00  2  \$ - 21,000.00  Date: Date:	\$68,000.00  \$60.00  0.00  67,000.00  3  \$68,000.00  ccording to the  8/15/2013  8/15/2013
Activity Nar  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized 3 I hereby affirm that the inconditions of the CDBG of Typed name: Typed name: Conrad Only authorized persons	Signatures formation above grant agreement Clara Clerk Councilman may sign the RF	Activity #  35  40  36  28  13  10  TOTALS  is true and control with the State  Signature: Signature: F form, and	\$,000.00 5,000.00 5,000.00 7,500.00 100,000.00 82,000.00  * - 200,000.00  correct, and the e of Missouri.	2,000.00	Funds Requested  2,500.00  0.00  5,000.00  7,500.00  6,000.00  2  \$ - 21,000.00  will be used accompanies as the signal accompanies as the signal accompanies are the signal accompanies as the signal accompanies as the signal accompanies are the signal accompanies	\$68,000.00  \$67,000.00  0.00  67,000.00  3  \$68,000.00  ccording to the  8/15/2013  8/15/2013

		e			
CDBG Staff Use Only				RFF#	4
Staff:				Date	2/24/2014
Check No:				Amoun	t of this Request
Check Date:					\$66,000.00
Grantee Name: Anytown	n, MO	Project #	2013-PF-01		
Instructions: Submit the originally signed form 118, Jefferson City, MO 65102. The grante				Economic Deve	elopment PO Box
Section 1: Identification of Program C	Costs	PRO	GRAM ACTIVIT	IES	
		(See Grant C	Contract Agreement.	Appendix A	
PAYEES per activity/details	5		/Funding Approval)	, ipportaint t	AMOUNT
		Activity Name (I	ist each only once)	Number	
Grant Administrator			nistration	35	500.00
C Construction Co.		St	reets	13	65,000.00
CPA			udit	40	500.00
					\$ -
		٦	Total (must equal Se	ection 2, Total 1)	66,000.00
Section 2: Activity Budget Status Rep	ort				
occion z. Activity budget otatus hep					
PROGRAM ACTIVITIES				Previous	
PROGRAM ACTIVITIES				Previous Funds	Remaining
PROGRAM ACTIVITIES (See Grant Contract Agreement. Appendix A/Fun		Grant Award	This Request	Previous Funds Requested	Remaining CDBG Funds
PROGRAM ACTIVITIES	ding Approval)	<b>Grant Award</b> 5,000.00	This Request	Funds	
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fur.  Activity Name	ding Approval) Activity #		-	Funds Requested	CDBG Funds
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration	ding Approval) Activity #	5,000.00	500.00	Funds Requested 4,500.00	CDBG Funds 0.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration  Audit	Activity #  35  40  36	5,000.00 500.00 5,000.00	500.00 500.00 0.00	Funds Requested 4,500.00 0.00 5,000.00	0.00 0.00 0.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation	Activity #  35  40  36  28	5,000.00 500.00 5,000.00 7,500.00	500.00 500.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00	0.00 0.00 0.00 0.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Furnactivity Name  Administration  Audit  Engineering Design	Activity #  35  40  36	5,000.00 500.00 5,000.00 7,500.00 100,000.00	500.00 500.00 0.00 0.00 65,000.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00	0.00 0.00 0.00 0.00 0.00 2,000.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28	5,000.00 500.00 5,000.00 7,500.00	500.00 500.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00	0.00 0.00 0.00 0.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28	5,000.00 500.00 5,000.00 7,500.00 100,000.00	500.00 500.00 0.00 0.00 65,000.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00	0.00 0.00 0.00 0.00 0.00 2,000.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28	5,000.00 500.00 5,000.00 7,500.00 100,000.00	500.00 500.00 0.00 0.00 65,000.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00	0.00 0.00 0.00 0.00 0.00 2,000.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00	500.00 500.00 0.00 0.00 65,000.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration  Audit  Engineering Design  Relocation  Streets	35 40 36 28 13	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00  82,000.00  2  \$ -	0.00 0.00 0.00 0.00 2,000.00 0.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Funtactivity Name  Administration  Audit  Engineering Design  Relocation  Streets  Sewer	35 40 36 28	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00	500.00 500.00 0.00 0.00 65,000.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit  Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures	35 40 36 28 13 10	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00 2 \$	0.00 0.00 0.00 0.00 2,000.00 0.00 3 3
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above	Activity #  35 40 36 28 13 10  TOTALS	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00 2 \$	0.00 0.00 0.00 0.00 2,000.00 0.00 3 3
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fun Activity Name  Administration Audit  Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures	Activity #  35 40 36 28 13 10  TOTALS	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00 2 \$	0.00 0.00 0.00 0.00 2,000.00 0.00 3 3
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement	Activity #  35 40 36 28 13 10  TOTALS	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00 correct, and the e of Missouri.	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00 2 \$ - 132,0000.00	0.00 0.00 0.00 0.00 2,000.00 0.00 3 \$2,000.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name:  Clara Clerk	Activity #  35 40 36 28 13 10  TOTALS e is true and continued with the State  Signature:	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00 correct, and the e of Missouri.	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00  82,000.00  2  \$ - 132,0000.00  will be used accompanies	0.00 0.00 0.00 0.00 0.00 2,000.00 0.00 3 \$2,000.00 ccording to the
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement	Activity #  35 40 36 28 13 10  TOTALS e is true and of with the State Signature:	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00 correct, and the e of Missouri.	500.00 500.00 0.00 0.00 65,000.00 0.00	Funds Requested 4,500.00 0.00 5,000.00 7,500.00 33,000.00 82,000.00 2 \$ - 132,0000.00	0.00 0.00 0.00 0.00 2,000.00 0.00 3 \$2,000.00
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name: Clara Clerk Typed name: Conrad Councilman	Activity #  35 40 36 28 13 10  TOTALS  e is true and continue with the State Signature: Signature:	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00 \$ - 200,000.00  correct, and the e of Missouri.	500.00 500.00 0.00 0.00 65,000.00 0.00 1 \$ - 66,000.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00  82,000.00  2  \$ 132,0000.00  will be used accompanies  Date: Date:	0.00 0.00 0.00 0.00 2,000.00 0.00 3 \$2,000.00  22/24/2014 2/24/2014
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement  Typed name: Clara Clerk Typed name: Conrad Councilman  Only authorized persons may sign the RI	Activity #  35 40 36 28 13 10  TOTALS  e is true and of with the State  Signature: Signature:	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00  * - 200,000.00  correct, and the e of Missouri.	500.00 500.00 0.00 0.00 65,000.00 0.00 1 \$ - 66,000.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  82,000.00  2  \$ 132,0000.00  will be used accompanies as the sign and the sign are sign as the sign are	0.00 0.00 0.00 0.00 2,000.00 0.00 3 \$2,000.00 ccording to the 2/24/2014 2/24/2014 nature card.
PROGRAM ACTIVITIES  (See Grant Contract Agreement. Appendix A/Fundativity Name  Administration Audit Engineering Design Relocation Streets Sewer  Section 3: Authorized Signatures I hereby affirm that the information above conditions of the CDBG grant agreement Typed name: Clara Clerk Typed name: Conrad Councilman	Activity #  35 40 36 28 13 10  TOTALS  e is true and continue with the State Signature: Signature:	5,000.00 500.00 5,000.00 7,500.00 100,000.00 82,000.00  * - 200,000.00  correct, and the e of Missouri.	500.00 500.00 0.00 0.00 65,000.00 0.00 1 \$ - 66,000.00	Funds Requested  4,500.00  0.00  5,000.00  7,500.00  33,000.00  82,000.00  2  \$ 132,0000.00  will be used accompanies  Date: Date:	0.00 0.00 0.00 0.00 2,000.00 0.00 3 \$2,000.00 ccording to the 2/24/2014 2/24/2014 nature card.

### ESTABLISHING AND MAINTAINING THE CDBG ACCOUNTING SYSTEM

The accounting system used by local government recipients of CDBG funds must satisfy all of the unique requirements of CDBG. In particular, it must satisfy the standards governing a grantee's financial management system outlined in 2 CFR Part 200. These standards require that the recipient's accounting system must:

- 1. Provide accurate, current, and complete disclosure of the financial status of the CDBG project by eligible program activity
- 2. Compile and justify data required in reports submitted to DED
- 3. Have records that identify adequately the source and disposition of funds for project activities (Recipients must be able to trace every CDBG dollar received and prove where it went and for what it was used an audit trail **must** be established.)
- 4. Provide effective control over and accountability for CDBG funds, property and other assets, including proper segregation of duties
- 5. Compare actual expenditures with budgeted amounts by program activities
- 6. Provide adequate procedures for minimizing the time elapsing between the deposit of funds in the CDBG bank account and their disbursement
- 7. Have accounting records that are supported by source documentation
- 8. Document sources of funding other than CDBG project funds

Recipients may elect either to use their existing accounting system or to use the accounting system described in this chapter. If recipients elect to use their existing accounting system, then they must demonstrate to DED that the system satisfies CDBG standards and requirements and can provide the information described herein. If recipients elect to use the accounting system described below, they should have no difficulty satisfying CDBG requirements and documenting financial decisions related to their CDBG programs. Space is provided on the Authorized Signature Form to indicate which accounting system will be used.

## Accounting Records

The accounting records that are required to be maintained by Missouri's state CDBG grant recipients are listed below. These accounting records, or a copy of these records, should be kept at City Hall or the County Office. At a minimum, the following information must be generated in any accounting system utilized for CDBG:

- 1. Transaction date, description, source document reference and amounts
- 2. Summary of receipts (e.g., CDBG funds or program income)
- 3. Summary of disbursements by program activity (eligible program activities are documented in the grant contract)
- 4. Summary of cash transactions
- 5. All source documents should be maintained for future review

6. If local and/or other agency funding is part of the funding agreement, then an accounting system (separate ledgers) should be maintained which provides information similar to items noted in 1 through 5 above.

One should keep in mind that the accounting records and procedures have been designed for non-accountants and specifically for use with CDBG projects. It is suggested that recipients go through the example of the CDBG accounting system included herein after they have reviewed the accounting requirements.

## **Document Coding**

Transactions recorded in the accounting system must always be referenced to a source document (e.g., check number, RFF number, an amendment number or the original contract budget award).

### Cash Control/Project Activity Ledger

Information maintained in the Cash Control/Project Activity Ledger provides a means of:

- 1. Maintaining a record of CDBG funds to document that funds have been used to meet immediate needs
- 2. Documenting compliance with the State's cash balance policy
- 3. Recording the receipt of program income
- 4. Preparing the RFF and other State financial documents

Transactions should be posted in a timely manner in order to document that the recipient has controlled costs within the amount allocated for each of the approved activities. A separate ledger sheet may be used for each program activity if desired.

The Project Activity Ledger portion of the Cash Control/Project Activity Ledger provides:

- 1. Means of summarizing disbursements on a periodic basis to facilitate the comparison of actual expenditures to budgeted amounts
- 2. Documentation needed to report to the State on an activity basis

### **Internal Control**

It is essential that recipients establish internal controls in their financial management systems to provide effective control over and accountability for all funds, property and other assets and to ensure that they are used for authorized purposes. Some of the points that recipients should keep in mind when establishing internal controls are listed below.

- Financial management responsibilities should be separate so that no one has complete control over all phases of any significant transaction. *EX:* Person(s) authorized to sign RFFs should be different from the person(s) authorized to write/sign the checks on the account. An organizational chart, or at the minimum, a written definition of duties and formal system of authorization and supervision should be established to govern financial management responsibilities.
- Verification and reconciliation of cash balances with bank statements should be made by employees who do not handle or record cash or sign checks.
- All CDBG expenditures by the grantee should be approved by the City Council/County Commission through the normal "bill-paying" procedures prior to payment.

### Steps for Establishing a CDBG Financial Management System

Establishing and maintaining the CDBG financial management system will require recipients to:

- 1. Review 2 CFR Part 200
- 2. Decide which accounting system to use and notify DED of this decision on the Authorized Signature Form (SFMO1)
- 3. Organize the accounting records, including the Cash Control/Program Activity Ledger and, if appropriate, the Other Projects Funds Ledger
- 4. Use the CDBG eligible activity codes in their records (taken from the grant contract documents)
- 5. Establish an activity ledger account for each activity listed in the grant agreement (this should be incorporated into the Cash Control/Program Activity Ledger)
- 6. Establish a separate ledger for each activity, showing contracts entered into and amounts expended (examples of both ledgers are included herein)
- 7. Record all CDBG financial transactions on the appropriate journal or ledger
- 8. Establish internal controls in the financial management system
- 9. Establish and maintain financial management files.

## SAMPLE PROJECT LEDGER

		Funds			Cash	Cash			Eng.			
Date	Transaction	Available	Rff#	Check#	Receipts	Disbursements	Admin	Audits	Design	Relocation	Streets	Sewer
	Budget	200000			•		5000	500	5000	10000	100000	79500
6/16												
1/28	State of Missouri	6500	1		6500							
1/28	Grant Administrator			101		1000	1000					
1/10	J. Doe Engineering			102		5000			5000			
2/10	Newspaper			103		104	104					
1/4	Archaeologists, Inc.			104		231	231					
	Balance	193500			165		3665	500		10000	100000	79500
									0			
4/25	State of Missouri	14500	2		14500							
4/25	Grant Administrator			105		1000	1000					
4/27	John Smith			106		7500				7500		
4/27	B Construction Co.			107		6000						6000
	Balance	179000			165		2665	500	0	2500	100000	73500
6/8	Amendment									-2500		2500
	Balance	179000								0		76000
9/4	State of Missouri	111000	3		111000							
9/4	Grant Administrator			108		2000	2000					
9/4	B Construction Co.			109		76000						76000
9/6	C Construction Co.			110		33000					33000	
	Balance	68000			165		665	0	0	0	67000	
3/2	State of Missouri	66000	4		66000							
3/5	C Construction Co.			111		65000					64000	
3/4	Grant Administrator			112		665	665					
4/10	CPA			113		500		500				
	Balance	2000			0		0	0	0	0	2000	
	2000 to be deobligated											

Line#	Date	Description			
1	11/20/12	Set up budgets for total grants and each expense category. (If local matching money is to be used, do not record it here. Keep it on a separate ledger sheet.)			
4	1/8/13	Request For Funds (RFF) #1 received from DED, \$6500.00			
5	1/8/13	Pay Grant Administrator \$1000.00 for administrative fees, Check #101			
6	1/9/13	Pay Engineer \$5000.00 for engineering services, Check #102			
7	1/15/13	Pay Newspaper \$104.00 for running public notices, Check #103			
8	2/04/13	Pay \$231.00 to have cultural resource assessment done, Check #104			
9		This line represents a subtotal of all activity-to-date. You may subtotal this ledger whenever it is the most convenient to you.			
11	4/7/13	Request For Funds (RFF) #2 received from DED, \$14,500.00			
12	4/8/13	Pay Grant Administrator \$1000.00 for administrative fees, Check #105			
13	4/8/13	Pay John Smith \$7500.00 for relocation costs, Check #106			
14	4/15/13	Pay "B Const. Company" \$6000.00 for work-to-date on the sewer, Check #107			
15		Subtotal the grant activity-to-date.			
17	6/08/13	All the relocation work was finished and \$2500.00 was left in its budget. The sewer project was expected to cost more than originally planned. Therefore, a formal amendment was sent in to DED, and approved, to transfer the \$2500.00 remaining in the relocation budget to the sewer budget. (Record transfers only if they have been formally amended and approved by DED.)			
18		Subtotaled the grant activity-to-date.			
20	8/30/13	Request For Funds (RFF) #3 received from DED, \$111,000.00			
21	9/04/13	Pay Grant Administrator \$2000.00 for administrative fees, Check #108			
22	9/04/13	Pay "B Const. Company" \$76,000.00 for work on sewer, final bill, Check #109			
23	9/06/13	Pay "C Const. Company" \$33,000.00 for work-to-date on the street, Check #110			
24		Subtotaled the grant activity-to-date. Note any negative balances. You are allowed to transfer the budgeted amounts between line items, up to 10% of the total grant, up to a \$10,000.00 limit, in all line items except audit, administration, and engineering.			
		Money may be transferred out of those three, but not into them. Do not record these transfers unless formally approved by DED.			
26	3/02/14	Request For Funds (RFF) #4 received from DED, \$66,000.00			
27	3/05/14	Pay "C Const. Company" \$65,000.00 for work on streets, final bill, Check #111			

28	3/04/14	Pay Grant Administrator \$665.00 for administrative fees, Check #112			
29	4/10/14	Pay CPA \$500.00 to perform audit, Check #113			
30		Subtotal final grant activity			
33		\$2000.00 of grant money was not used. This will be deobligated.			
		Note: If there is any cash on hand at end of grant, it must be returned to DED.			

### **PROGRAM INCOME**

For the purposes of administering state CDBG grants, it is important to distinguish between two types of income: interest income and program income. All bank accounts holding grant monies from the State must be non-interest bearing. However, if interest is earned on CDBG funds it is considered to be interest income, and must be returned to HUD. Contact CDBG if interest is earned. In general, program income is defined as those revenues received by the CDBG recipient during the period that grant assistance is provided for grant-supported activities. For example, if a CDBG recipient has a housing rehabilitation or economic development loan program, the receipt of payment on the principal as well as any earned interest on the loan is considered to be program income. In addition to this form of program income, other specific forms of program income include:

- the proportional share of proceeds from the disposition of real property to the extent to which the property was purchased with CDBG monies (e.g., if CDBG monies were used to pay ninety percent of the acquisition cost of a parcel, ninety percent of the sale price of the property would be considered CDBG program income if the property was sold)
- the share of proceeds from special assessments levied to cover the cost of constructing a public work or facility proportional to the percent of CDBG monies used for construction
- the interest earned from the investment of program income
- the payments of principal and/or interest on loans made with CDBG monies

If the monies are considered program income, grantees **must** inform DED of the receipt of these monies and obtain DED **approval** concerning their use. **Program income must be identified clearly in the recipient's accounting system.** DED may, at its discretion, require CDBG recipients to return program income to the State. When recipients do retain program income, they must disburse program income **prior** to requisitioning additional monies from DED to finance approved community development activities.

Two situations involving program income have special rules. For proceeds derived from the sale of real property acquired with CDBG monies, program income shall be used for community development activities within the general purposes of the Housing and Community Development Act of 1974. However, the CDBG recipient **must obtain prior DED approval** to use program income in this manner. For program income to be received after grant close-out, recipients **must** consult with DED. At its discretion, DED may require that such program income be returned to the State, or allow it to be used by the recipient in other community development activities. A re-use plan for program income may be required to be submitted to DED prior to grant close-out. It may be necessary to undertake an environmental review for any new CDBG activities that are funded with program income.

#### Steps

- 1. Identify those activities that are likely to produce program income.
- 2. Review 2 CFR Part 200 and DED procedures regarding the use of program income.
- 3. Upon receipt of program income, record in the Cash Control/Program Activity Ledger indicating source, date and amount received.
- 4. Obtain DED approval for applying program income to any new or existing community development activity.
- 5. For program income derived from a revolving loan fund, request DED determination as to the disposition of program income at grant close-out.

6. After obtaining approval concerning allocation of program income to a CDBG eligible activity, make the appropriate journal entry to your accounting records.

### DED FINANCIAL MANAGEMENT REPORTING

The Request for Funds Form (RFF), described in detail earlier in this chapter, provides DED with frequent financial management information that is useful in monitoring grantees' projects and updating DED's records. Aside from informing DED of the amount of funds being requested, the form indicates the amount of cash that recipients are keeping on hand, payments over \$1,000 or more, program income received to date, and the total amount of CDBG funds remaining in the project.

It is important that the Budget Status Report (Section 2 of RFF) reflect the actual expenditures in each line item, submitting amendments or detailed explanations for changes, if necessary. As stated previously, monies may not be transferred between activity line items, which exceed 10% of the total grant award or \$10,000, whichever is less, without prior approval by DED through the amendment process. **No funds** may be spent which exceed the awarded amounts in administration, engineering (design and inspection), other professional services, or legal line items without prior DED approval through the amendment process. If smaller revisions of other activities are necessary, please identify and explain the changes in some form of notation in the Notes section at the bottom of the form. The Budget Status Report is an important tracking tool for DED.

**Action Fund (Economic Development Loans) Request for Funds:** RFFs submitted for Action Fund loans must be accompanied by invoices totaling the amount of funds being requested. Copies of the cancelled checks, or proof of payment of all invoices submitted, must be retained by the grant recipient in the financial records for audit purposes.

## RETURN OF OVERPAYMENT OR UNUSED FUNDS

From time to time, it may be necessary to reimburse or return funds to the state for RFFs requested and paid that are in excess of estimated payments. If such a situation occurs, return the overpayment or overdraw amount to the CDBG program at PO Box 118, Jefferson City, MO 65102. Checks should be made payable to State of Missouri – CDBG. This process is not to be confused with that for return of funds due to interest earned on deposited CDBG funds. It is necessary to reconcile return of funds by subtracting the total amount of the return from the previous amount requested column of the appropriate activity on the back of the subsequent RFF to be submitted.

### LOCAL AND OTHER AGENCY MATCH

A primary consideration in the review of CDBG applications is the amount of local and other agency cash and in-kind resources proposed for the project. The Funding Approval form (part of the Grant Agreement) indicates the amount of resources that must be devoted to the project.

<u>Local Cash Recordkeeping</u>: The minimum records to maintain regarding local cash are the date, amount and purpose of each check written from local funds toward the project. It is recommended that local funds not be mixed with CDBG funds in the accounting system.

Other Agency Recordkeeping: Other agency funding is subject to the same audit requirements as CDBG funding. Recordkeeping is to be maintained in accordance with other agency requirements and should be accessible to DED review.

<u>In-Kind (Force-Account) Recordkeeping</u>: This includes non-cash actions such as using the grantee's employees to perform work on the project or to use construction materials from the grantee's stockpile. All force-account work which is paid for with CDBG funds or counted toward local match must be documented with time sheets and/or other verification of cost or value.

### CONTRACT OR FUNDING APPROVAL AMENDMENT

A contract amendment is required to be submitted in triplicate, all with original signatures, under the following conditions:

- Change of more than 10% of grant award or \$10,000, whichever is less, in any line item of CDBG monies on the Funding Approval
- Transfer of any amount of funds to any professional services line item
- Request for grant increase, or deobligation of funds remaining at the close of grant
- Request for addition of funds for any activity not listed on funding approval

For any change of scope of the activities which does not involve budget items or which involves other agency or local funds, a letter signed by the city/county official requesting the change is used instead of this amendment form. All grantees should detail the reasons for any change or revision necessitated by the contract amendment in the area for "Explanation of Request". This is helpful for us to document the reasons for the change and justify approval/denial of the request. We are unable to accept RFFs that reflect a negative balance in any line item. If budget line item changes require drawing more from an activity than is currently allocated, (but for which an amendment is not required) it is important to submit information with the RFF to 1) identify the reason for the difference, 2) denote which line item should be decreased to account for the overage, and 3) award amounts should be updated to reflect the new amounts. If revisions will require a formal amendment, submission of the amendment should precede submission of the RFF to allow processing of the new funding balances in our data systems. Revisions that do not require a formal amendment should be clearly indicated in the Notes of the RFF, and reported to your field representative.

## STATE OF MISSOURI

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONTRACT AMENDMENT/REQUEST #

Grante	e Name	Project Number				
Street	or Box Number	City		State Zip		
Date o	f Request	Contract Award Date				
	: IN THE FOLLOWING, ENTER EACH CDB LINE ITEMS.	G LINE ITEM, WH	IETHER CHANGI	ED OR NOT.	ENTER <u>ONLY</u>	
ACTIVITY No. Title		Existing Budget	Revised Budget Request	Amount Increase	/ % Change	
INU.	Title		Trequest	Decreas	e onange	
	T 4 1			3		
	Totals					
Explar	nation of Request:					
This ar	mendment shall be effective on nendments thereto, shall remain unchanged. IN	, 20	All other terms and	d conditions of	the contract, or	
any an	nendments thereto, shall remain unchanged. IN	WITNESS WHERE	OF, the parties her	eto execute thi	s agreement.	
City/County Name						
City/C	ounty Name					
No.	Sallie Hemenway, Director					
Typed	Authorized Signature					
-		Date				
Author	rized Signature					
Title						

INSTRUCTIONS: SUBMIT THREE (3) ORIGINALLY-SIGNED COPIES TO DED

Revised 07/28/04

Date

MO 419-2886 (05-07)

## STATE OF MISSOURI

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## CONTRACT AMENDMENT/REQUEST # 1

Grante	ee Name Anytown	Project Number 2005-ND-01				
123 M	Iain Street	Anytown		МО	65123	
Street	or Box Number	City		State	Zip	
Date o	of Request 03/03/2006	Contract A	ward Date <b>07/01</b>	/2005		
	E: IN THE FOLLOWING, ENTER EACH CDB ELINE ITEMS.	G LINE ITEM, WH	IETHER CHANGE	D OR NOT.	. ENTE	ER <u>ONLY</u>
ACTIVITY No. Title		Existing Budget	Revised Budget Request	Amount Increase/ Decrease		% Change
09	water	\$20,000.00	\$20,000.00	\$0.00		0.00%
25	housing rehab	\$100,000.00	\$90,000.00	(\$10,000.00)		-10.00%
28	relocation	\$0.00	\$10,000.00	\$10,000.00		100.00%
35	administration	\$10,000.00	\$10,000.00	\$0.00		0.00%
37	housing inspection	\$5,000.00	\$5,000.00	\$0.00		0.00%
40	audit	\$1,000.00	\$1,000.00	\$0.00		0.00%
				\$0.00		0.00%
				\$0.00		0.00%
	Totals	\$136,000.00	\$136,000.00			
This a any ar	mendment shall be effective on March 20 mendments thereto, shall remain unchanged. IN town	WITNESS WHERE	All other terms and OF, the parties here	eto execute t	his agre	ontract, or eement.
		Sallie Hen	nenway, Director			
Typec	Authorized Signature					
Autho	rized Signature	Date				
Addio	nized dignature					
Title						
Date						
INST	RUCTIONS: SUBMIT THREE (3) ORIGINA	ALLY-SIGNED CO	PIES TO DED			

Revised 07/28/04

## \*\*FINANCIAL MANAGEMENT HELPFUL HINTS\*\*

- \* Ensure the CDBG general ledger is accurate and current.
- Segregate the duties of writing checks and balancing/reconciling the CDBG account monthly.
- ❖ Understand and complete all five steps in the grant payment process referenced on page III-2.
- ❖ Grant funds must not remain in the account for more than five days.
- \* Review the funding approval for accuracy and understand all terms of grant agreement prior to execution.
- ❖ To check on status of payments, have the grantee FEIN ready and go to: <a href="https://www.vendorservices.mo.gov/vendorservices/VendorPayment/Login/Login.aspx?tid=0&type=1">https://www.vendorservices.mo.gov/vendorservices/VendorPayment/Login/Login.aspx?tid=0&type=1</a>
  - . You may also contact the Office of Administration at 573-751-2971 to inquire about receiving automatic email notifications when payments are made.